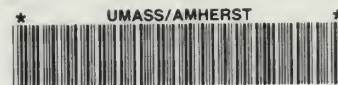


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Law Librarians.

August 1992

INTRODUCTION

This bibliography was prepared by a committee of the Massachusetts Trial Court Law Libraries as part of our LSCA project "Legal Information for All," federally funded with LSCA Title I funds through the Massachusetts Board of Library Commissioners. Our project goal was to better serve the legal information needs of public library users by assisting public librarians in the use of their legal resources. As part of this effort we compiled this bibliography of basic "legal literacy" materials, oriented toward the layperson, which libraries can use for collection development.

Because primary materials and their use were covered in our legal reference workshops, we concentrated on secondary materials which would be

- up-to-date
- in print
- reasonable in cost
- intended specifically for the Massachusetts reader.

It includes, but is not limited to, self-help works for the pro se patron.

Beyond the scope of this bibliography are other secondary materials, legal treatises and practice materials, written primarily for attorneys in Massachusetts. Most of these titles are quite expensive, but still may be of interest to your patrons. A list of these additional Massachusetts materials will be available at the workshops, or call a Trial Court Law Librarian to request one.

As always, please continue to contact your local TCLL for reference assistance, interlibrary loan or direct patron referral to our extensive collections.

We welcome your suggestions and comments for future updates to this list.

Janice Shotwell, Editor
Berkshire Law Library

The Committee

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Kate Flynn
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- * Starred titles are those which we considered
 - the best treatment of an aspect of the topic,
 - the most comprehensive title on the topic,
 - the best value for the money,
 - OR all of the above.

ADOPTION/FOSTER CARE

Anosike, Benji O. How to adopt a child without a lawyer. Do-It-Yourself Legal Publishers, 1984. 2d ed. \$12.95 0-932704-00-x 116 p.

General background information on adoption and basic procedures are covered, before detailed step-by-step procedures for New York agency and private placements. Sample forms, summary tables for 50 states, resource organizations.

Askin, Jayne. Search: a handbook for adoptees and birthparents. Oryx, 1992. 2d ed. \$24.50 0-89774-717-8 316 p.

* Outlines basic rights of the "searcher" to seek the information, and gives strategies and procedures. Extensive coverage of organizations, registries, services. Sample letters and forms, state-by-state listings. Bibliography.

Carrieri, Joseph R. Child custody, foster care & adoptions. Lexington, 1991. \$35.00 0-669-27638-3 372 p.

Written by a New York attorney and focusing on that state's procedure, nevertheless gives overview of the foster care system, with adoption as the ultimate goal. Many case examples and sample N.Y. forms.

Elgart, Arty with Claire Berman. Golden Cradle: how the adoption establishment works and how to make it work for you. Carol Pub., 1991. \$18.95 0-8065-1261-x 205 p.

Founder of adoption agency offers a step-by-step guide with personal stories on using an agency, or pursuing a private adoption. Appendix of national adoption resources.

Gilman, Lois. The adoption resource book. Harper & Row, 1987. Rev. ed. \$9.95 0-06-055097-x 356 p.

* Investigates the adoption alternatives and procedures involved in domestic and foreign adoption. How to deal with agencies, legal concerns, home studies. State-by-state adoption directory, recommended readings.

Horowitz, Robert. The rights of foster parents. American Bar Association, 1989. \$5.00 0-89707-460-2 66 p.

Reprint of 2 chapters of Foster children in the court (1983) with 1989 supplement. Access to case information, grievance procedures, right to challenge removal and seek adoption of child. Written for attorneys, but accessible to lay reader.

AIDS

Banta, William F. AIDS in the workplace: legal questions and practical answers. Lexington, 1987. \$39.95 0-669-15334-6 257 p.

Reviews all laws potentially applicable to AIDS in the workplace. Analyzes specific AIDS issues and recommends courses of action.

* New edition due Fall 1992.

Dalton, Harlon L. AIDS and the law: a guide for the public. Yale Univ. Press, 1987. \$10.95 0-300-04078-4 382 p.

All legal aspects of AIDS addressed by the Yale AIDS Law Project in layperson's terms. Glossary, bibliography, index.

Jarvis, Robert M. et al. AIDS law in a nutshell. West, 1991. 0-314-80908-2 349 p.

* Written for law students, lawyers and general public, covers AIDS and education, employment, family law, insurance, health care, tort, criminal and international law. Bibliography.

AIDS (continued)

McCormack, Thomas P. The AIDS benefit handbook. Yale Univ. Press, 1990. \$10.00 0-300-04721-5 257 p.

* "Everything you need to know to get social security, welfare, Medicaid, Medicare, food stamps, housing, drugs and other benefits." Covers eligibility, benefits, application process, appeal rights, additional information and special problems. Forms, state tables, contracts, glossary, bibliography.

Wood, Gary James. AIDS law for mental health professionals: a handbook for judicious practice. AIDS Health Project; dist. by Celestial Arts, 1990. \$19.95 0-89087-601-0 245 p.

Mental health workers can confront AIDS as therapists, witness/advisor, employer, educator or as person with AIDS. Uses case studies to explore legal and ethical considerations for each. State specific for California.

AMERICANS WITH DISABILITIES ACT

Americans with Disabilities Act Handbook. U.S. EEOC and Dept. of Justice, 1991. \$30.00 0-16-035847-7 USGPO:1992-304-917 1 v.

* The basic resource document on the ADA for people with disabilities, businesses, and the general public. With text of the law, annotated regulations for titles I-III, resources for further assistance. "Duplication of all or parts of the Handbook is encouraged." -Intro. Also available in Braille, large print, audiotope, etc.

CCH's explanation of the Americans with Disabilities Act of 1990. Commerce Clearing House, 1990. \$6.00 97 p.

* An inexpensive and understandable summary of Titles I-V of the ADA, with reference to the section numbers of the legislation (PL 101-336) for easy cross-reference. Topical index.

Compliance guide to the Americans with Disabilities Act. Small Business Legislative Council, 1992. \$29.95 from DEMCO 32, xv p.

Summarizes for business owners the requirements of the employment and public accommodations titles of the ADA. Reprints text of law, gives contact agency information.

Frierson, James G. Employer's guide to the Americans with Disabilities Act. BNA Books, 1992. \$38.00 0-87179-728-3 397 p.

* A good overview of the ADA and what employers can do to comply with the law. Includes extensive discussion of particular disabilities and methods of possible accommodation, with estimated cost. Sources for additional information.

U.S. EEOC. Technical assistance manual for the Americans with Disabilities Act. Warren, Gorham & Lamont (& various publishers) 1992. \$10.00 1 v.

Issued to inform employers and persons with disabilities of their obligations and rights under the employment title of ADA. Provides guidance on practical applications and directory of resources to assist.

ATTORNEY/CLIENT

- Kaufman, Phyllis. How to choose a lawyer. Longmeadow Press, 1986. \$3.95 0-681-40146-x 91 p.
When you need a lawyer, where to find one, how to choose and pay one; how to be a good client. Focuses on "preventive lawyering."
- Lasson, Kenneth and Public Citizen Litigation Group. Representing yourself; what you can do without a lawyer. Farrar, Straus Giroux, 1983. \$12.95 0-374-51726-6 270 p.
To read before you hire a lawyer to determine if you can handle a simple divorce, draft a will, change a name yourself. If you need help, includes hiring a lawyer. Appendix material on states now dated, but general information still sound.
- Leeds, Dorothy. Smart questions to ask your lawyer. Harper, 1992. \$8.99 0-06-104132-7 278 p.
Assumes you will use a lawyer and gives questions that should be answered for whatever legal matter is at hand: criminal law, domestic relations, wills, bankruptcy, etc. And what a "smart" answer would be.
- Ostberg, Kay. Directory of lawyers who sue lawyers. HALT, 1989. \$10.95 0-910073-9 115 p.
- Ostberg, Kay. If you want to sue a lawyer: a directory of legal malpractice attorneys. Random House, 1991. \$10.00 0-679-73870-3 127 p.
Revised ed. of Directory (above). Explains shopping for a malpractice attorney and gives general summary of malpractice law, as well as directory.
- Ostberg, Kay. Using a lawyer - and what to do if things go wrong. Random House, 1990. Rev ed. \$8.95 0-679-72970-4 146 p.
* A consumer guide to finding and working with a lawyer. Covers general attorney discipline procedures and client security funds. Model attorney-client agreement, prepaid legal services contracts. State-by-state contacts for attorney grievance authorities, client security and fee arbitration. Glossary, bibliography.
- Siegel, Edward. How to avoid lawyers: a legal guide for laymen. Ballantine, 1989. \$4.95 0-449-24120-3 341 p.
* Takes problems confronting average person - auto injury, buying/selling/improving property, divorce, need for a will, entering a contract - and discusses the legal procedure for each and whether/when/how to determine if a lawyer is needed. Sample letters, forms.
- Sloan, Irving J. Professional malpractice. Oceana, 1992. \$17.50 0-379-11174-8 176 p.
Explains the content of legal and medical malpractice, and some treatment of other professions: education, clergy, accountants. Some state statutes. In Legal Almanac, second series.
- Stein, Hilton L. How to sue your lawyer: the consumer guide to legal malpractice. Legal Malpractice Institute, 1989. \$19.95 0-945163-01-0 182 p.
Overview of legal malpractice by a lawyer who sues other lawyers. Helps the client to determine if a case has been mishandled, and if so, how to initiate a lawsuit. Sample complaint, letters, forms.

BANKRUPTCY

Elias, Stephen et al. How to file for bankruptcy. Nolo Press, 1991. 3d ed. \$24.95 0-87337-166-6 1 v.
 * Explains routine bankruptcy procedure for individuals filing under chapter 7 of the Bankruptcy Code. Sample filled-in forms and blank tear-out forms. State and federal exemption tables as well as a glossary.

Epstein, David G. Debtor-creditor law in a nutshell. West, 1991. 4th ed. 0-314-80711-x 401 p.
 Summarizes bankruptcy and state debtor-creditor law in a succinct format.

Koff, Gail J. Jacoby & Meyers law office's guide to personal bankruptcy. Holt, 1991. \$4.95 0-8050-1161-7 88 p.
 Brief, easy-to-understand summary of the basics of filing under chapter 7 and 13. Is not a do-it-yourself guide, forms too small (7 x 5") to copy.

Summers, Mark S. Bankruptcy explained: a guide for businesses. John Wiley, 1989. \$14.95 0-471-61982-5 187 p.
 * An explanation for business debtor or creditor facing a potential bankruptcy filing. Covers chapters 7, 11, 12, 13. Sample forms, glossary.

Ullian, Leonard. In debt? Help is on the way. Consumer Financial Solutions, 1991. 0-9630993-3-7 159 p.
 "A consumer's guide to resolving your financial problems, understanding the benefits of personal bankruptcy" both chapters 7 and 13.

Ventura, John. The bankruptcy kit. Dearborn, 1991. \$19.95 0-79310-226 178 p.
 * Outlines the procedures for a chapter 7 or 13 bankruptcy case and the pros and cons of filing. Written by an attorney for the layperson. Forms and federal and state exemptions included.

Ventura, John. Fresh start! Dearborn, 1992. \$17.95 0-79310-394-0 294 p.
 * After bankruptcy (above) or if you are on the financial edge, how to rebuild your credit, deal with credit bureaus, the IRS, collection agencies. "Hot tips" highlighted throughout. Excellent up-to-date bibliography, listing of consumer assistance resources.

Williamson, John H. The attorney's handbook on consumer bankruptcy and chapter 13. Argyle, 1992. 16th (annual) ed. \$21.95 1-880730-02-2 344 p.
 Question and answer sections would be helpful to the layperson. Includes sample filled-in forms, text of bankruptcy code, and state lists of property exemptions.

CHILD CUSTODY/SUPPORT

Association for Children for Enforcement of Support Staff. How to collect child support. Longmeadow Press, 1991. \$7.95 0-681-41185-6 128 p.
 Includes methods of collecting child support, interstate problems, special areas such as alimony/support from U.S. military, sample court motion.

CHILD CUSTODY/SUPPORT (continued)

Chambers, Carole A. Child support: how to get what your child needs and deserves. Summit Books, 1991. \$20.00 0-671-73449-0 283 p.

* Step-by-step guide for the custodial parent in understanding and navigating the child care maze. How to work with attorney, accountant and court personnel to initiate, enforce and collect support. Sample forms, support groups, agencies listed.

Cohen, Miriam Galper. The joint custody handbook: creating arrangements that work. Running Press, 1991. \$10.95 0-89471-869-x 203 p.

* What circumstances make joint custody succeed in some instances and fail in others; tips and techniques to make it work. Includes two sample joint-custody agreements. Resources, bibliographies for children and adults.

Schnell, Barry T. The child support survivor's guide: practical advice and valuable information for enforcing your child support. Consumer Aware, 1988. 2d ed. \$14.95 0-910599-25-4 96 p.

Provides custodial and non-custodial parents with clear understanding of their child support rights.

Segal, Ellen C. Grandparent visitation disputes: a legal resource manual. American Bar Association, 1989. \$19.95 0-89707-430-0 129 p.

Gives information on statutory and case law, existing legal literature, judicial practice, the role of experts and the use of mediation in disputes.

Strickland, Margaret. How to deal with a parental kidnapping: a resource book. Rainbow, 1984. \$12.50 0-317-02303-9 264 p.

Directories for all 50 states listing how-to information, agencies administering child support, parent locator services and organizations that provide assistance in child abduction.

CHILDREN'S RIGHTS

Children's rights in America: U.N. Convention on the Rights of the child compared with United States law. American Bar Association, 1990. \$25.00 0-89707-641-9 344 p.

* Reprints the 54 Articles of the UN Convention as legal authorities consider how the provisions are, or might be, treated in U.S. law, with its concurrent federal and state jurisdictions over minor's legal rights. Notes include citations to cases, statutes and secondary sources.

Duquette, Donald N. Advocating for the child in protection proceedings: a handbook for lawyers and court-appointed special advocates. Lexington, 1990. \$19.95 0-669-21465-5 160 p.

Overview of the court's interest in the protection of children and the role played by those appointed to represent them. Guide through the child protection process from preliminary hearing to trial to permanency planning hearings. Explores specific problem areas: physical and sexual abuse, neglect and negotiation.

Kfoury, Paul R. Children before the court: reflections on legal issues affecting minors. Butterworth, 1991. 2d ed. \$45.00 0-88063-438-3 336 p.

New Hampshire judge advocates for children and surveys the areas of law that most impact the lives of children, with special attention to the juvenile offender. Covers issues of permanency in placements, privacy rights, medical treatment, due process and First Amendment.

Guggenheim, Martin. The rights of young people. SIU Press, 1985. 2d ed. \$4.95 0-8093-9959-8 332 p.

* SEE Series title American Civil Liberties Union Handbook.

CHILDREN'S RIGHTS (continued)

- Legal directory of children's rights. Thomas A. Jacobs, ed. University Publications; dist. by Greenwood Press, 1989. 4 v. \$35.00 per v.
Volume 1 is collection of federal laws relating to children. Vols. 2-4 for the states reprint portions of the law relating to adoption, alcohol, child abuse, education, employment, guardianship, marriage, medical care and support. Index for each state cites all state laws relevant. Vol. 3 (Kentucky - North Carolina) includes Mass., Vol. 4 reprints; 5 uniform acts adopted by various states.
- Nazario, Thomas. In defense of children: understanding the rights, needs and interests of children. Scribner's, 1988. \$27.50 0-684-18606-3 518 p.
Lawyer, with teacher, social worker and pediatrician, discusses rights of children before birth through reaching majority, and the duties of parents and caregivers at all stages. Includes parental leave, education and special education rights, support, delinquency.

CITIZENSHIP & IMMIGRATION

- Carlner, David et al. The rights of aliens and refugees. SIU Press, 1990. 2d ed. \$7.95 0-80931598-x 240 p.
SEE Series title American Civil Liberties Union Handbook.
- Danilov, Dan P. Immigrating to the U.S.A.: who is allowed? what is required? How to do it! Self-Counsel Press, 1989. 5th ed. \$14.95 0-88908-924-8 261 p.
Very complete treatment of immigration and extensive sample forms. Look for new edition.
- Kimmell, Barbara Brooks. Immigration made simple: an easy-to-read guide to the U.S. immigration process. New Decade, 1992. Rev. ed. \$16.95 0-9626003-1-8 148 p.
* Reflects the changes brought about by Immigration Act of 1990. How to obtain visas for most common categories of temporary and permanent immigrant status. Includes special visa and lottery programs, employer obligation, U.S.-Canada free trade developments. 80+ pages of sample forms, immigration office locations, etc.
- Schreuder, Sally Abel. How to become a United States citizen: a step-by-step guidebook for self-instruction. Nolo Press - Occidental, 1992. 4th ed. \$12.95 0-944508-10-3 166 p.
* Parallel Spanish and English texts on naturalization, applications, citizenship exam questions, the hearing and citizenship responsibilities. Sample forms. Very simply and clearly written.
- Weissbrodt, David S. Immigration law and procedure in a nutshell. West, 1992. 3d ed. \$13.95 0-314-01070-x
SEE Series title ... in a nutshell.

CONSTITUTIONAL LAW

- Barron, Jerome A. Constitutional law in a nutshell. West, 1991. 2d ed. 0-314-80710-1 482 p.
* Survey of constitutional law in light of the 1st four years of the Rehnquist court. Treatment divided between allocation of powers: judicial, legislative, executive, state and individual rights and liberties. Text of Constitution, index, table of cases.
- Menez, Joseph Francis and Paul C. Bartholomew. Summaries of leading cases on the Constitution. Littlefield Adams, 1990. 13th ed. \$22.00 0-8226-3008-7 538 p.
* Supreme Court cases thru the 1988-9 term are covered by subject: due process, contracts, war, commerce, etc. Each annotation gives title, citation, question posed by case, decision and reasons, corollary cases and notes. Glossary, table of cases and index. Invaluable for the annual school reports on court cases.

CONSTITUTIONAL LAW (continued)

The right to protest: the basic ACLU guide to free expression. SIU Press, 1991. \$7.95 0-8093-1699-4 344 p.

* SEE Series title American Civil Liberties Union Handbook.

Witt, Elder. the Supreme Court and individual rights. Congressional Quarterly, 1988. 2d ed. \$22.95 0-87187-465-2 338 p.

Comprehensive survey of the Court's protection of individual rights in this century. Bibliographies and index.

CONSUMER CREDIT & PROTECTION

Abromovitz, Les. Family insurance handbook: what insurance companies don't tell you about protecting you and yours. McGraw Hill, 1990. \$12.95 0-07-000160-x 238 p.

* How to obtain maximum protection for your investment in homeowners, auto, life, disability, health, Medicare, travel insurance. Understanding policies, choosing coverages, insurance litigation, claim tips and consumer assistance.

American Bar Association. Your legal guide to consumer credit. Public Education Division, 1988. \$2.00 0-685-296695 48 p.

* Helps consumers understand credit, use it wisely, determine its limits and cope when they are overextended. Basic look at federal rules, regulations and laws pertaining to installment credit.

Bamford, Janet et al. the Consumer Reports money book: how to get it, save it, and spend it wisely. Consumer Reports Books, 1992. \$26.95 0-89043-465-4 584 p.

* Revision of 1984 Complete guide to managing your money. Reference source and advice on bank accounts, credit, loans, taxes, budgeting, insurance, retirement planning and investments. An excellent comprehensive volume.

Consumer resource guide. Better Business Bureau. Annual \$12.95

An outline of the BBB's services, consumer articles, listing of BBB members and directory of 2500 public service organizations "serving eastern Massachusetts, Maine & Vermont."

Epstein, David. Consumer law in a nutshell. West, 1981. \$11.95 0-8299-2130-3 418 p.

SEE Series title ... in a nutshell.

Faglio, Andrew A. Lemonaid! a guide to the automotive lemon laws. Oceana, 1991. \$26.50 0-379-11181-0 68 p.

A slight volume detailing one New York consumer's experiences with his lemon.

Kaye, Richard L. Lemon aid: exercising your rights under the automobile lemon laws. Teletravel Network, 1991. \$6.95 0-9623644-2-8 1 v.

* Uses the case of "John T. Consumer" to illustrate how most state lemon laws work. State-by-state summaries of lemon law provisions, auto manufacturer and arbitration organizations.

Leonard, Robin. Money troubles: legal strategies to cope with your debts. Nolo Press, 1991. \$16.95 0-87337-137-2 384 p.

Legal and practical advice on coping with credit cards, car & student loans, support & alimony, tax debts. How to get your credit record, challenge attachments and repossessions.

CONSUMER CREDIT & PROTECTION (continued)

Massachusetts Consumer Resource Guide. Consumer Affairs Foundation, 1989.

Directory of business, consumer organizations and government agencies that assist with consumer complaints. Gives title, address, phone and brief summary of work for each.]]

Pollan, Stephen. The business of living. Simon & Schuster, 1991. \$12.00 0-671-68273-3.

Covers consumer topics A (Accountants) to W (Weddings), with audits, credit bureau reports, fine print clauses, net worth, safe deposit boxes, and tax returns in between. Each entry is 1-5 pages in length. Some sample forms and resources for more information.

Sloan, Irving J. The law and legislation of credit cards. Oceana, 1987. \$10.00 0-379-11158-6 153 p. covers mechanics of credit card plans, unauthorized use, criminal liability and credit card abuse. In the Legal almanac series.

Updegrave, Walter L. How to keep your savings safe: protecting the money you can't afford to lose. Crown, 1992. 0-517-58734-3 232 p.

* Examines traditionally "safe" investments of money in banks, credit unions, money market funds, insurance companies and shows consumers how to evaluate the stability of these institutions. Highlights his choice of investments for safety.

Ventura, John. Fresh start! SEE **Bankruptcy** topic.

Weed, Marlene. Your best insurance. Lawprep Press, 1990. \$12.95 096-23-3840 82 p.

A guide to reading and understanding insurance policies by explaining the language common to them all.

CONTRACTS

Delsack, Katherine. Contracts. Lawprep Press, 1991. \$10.95 0-9623330-5-9 184 p.

General survey of contract law. Intended for the first year law student.

Elias, Stephen and Marcia Stewart. Simple contracts for personal use. Nolo Press, 1991. 2d ed. \$16.95 0-87337-155-0 1 v.

* Reproducible tear-out contract forms ranging from a promissory note to storage of goods to contract for household help. Includes good explanation of each type of contract and why it may be necessary to have a written agreement.

Milko, George et al. Everyday contracts: protecting your rights: a step-by-step guide. Random House, 1991. \$10.00 0-679-73058-3 257 p.

* What to beware of in those contracts we encounter in everyday life. Pointers on how to read and negotiate a contract and where to go when the contract goes sour.

COPYRIGHT/PATENTS/TRADEMARK

Crawford, Ted. Business and legal forms for fine artists. Allworth, 1990. \$12.95 0-927629-01-1 128 p.

Set of business and legal forms as well as helpful information on copyright, contracts and negotiation, licensing agreements, etc.

Crawford, Ted. Business and legal forms for illustrators. Allworth, 1990. \$15.95 0-927629-02-x 160 p.

Filled with forms of use to illustrators; includes explanations of legal and business concepts behind the forms, negotiation checklists, oral contracts.

COPYRIGHT/PATENTS/TRADEMARK (continued)

Crawford, Ted. Legal guide for the visual artist. Allworth, 1990. Rev ed. \$18.95 0-927629-00-3 213 p.
Introduction for artists to art law, artists' rights, legal problems in the commerce of art. Covers
copyright law, publishing, original art, museums. Filled with examples of forms and contracts.

DuBoff, Leonard. The law (in plain English) for writers. John Wiley, 1992. 2d ed. \$14.95 0-471-53615-6
256 p.
* Discussion of legal issues which would confront authors in their routine work, including the law of
copyright, publishing contracts, libel, etc.

DuBoff, Leonard. The photographer's business and legal handbook. Images Press, 1989. \$18.95
0-929667-02-6 116 p.
Covers forms, contracts and explanation of contracts, copyright, work-for-hire, defamation, privacy,
dealing with agents, releases, insurance, fees. etc.

Everyone's guide to copyrights, trademarks and patents: the comprehensive handbook for protecting
your writing, inventions and other creative work. Running Press, 1990. \$14.95 0-89471-752-9
176 p.
* Outline of various protections for your intellectual property. Not as detailed because it tries to
cover all areas, but a very handy overview for the layperson. Slightly dated.

Fishman, Stephen. The copyright handbook: how to protect and use written works. Nolo Press, 1992.
\$24.95 0-87337-130-5 1 v.
* Excellent primer as well as "how to" manual for "entire universe of people who deal with the
written word." Well organized. Includes copies of blank copyright forms as well as examples of
filled-in forms.

Grissom, Fred. The inventor's notebook. Nolo Press, 1987. \$19.95 1-87337-049-x 240 p.
* Slightly dated, but still valuable for its outline of invention process and multitude of forms to assist
the inventor in recording and documenting an invention.

McGrath, Kate. Trademark: how to name a business & product. Nolo Press, 1992. \$29.95
0-87337-157-7 250 p.
* Takes business owner through the process of choosing, using and protecting a trademark. How
to choose a name that can't be copied, conduct a trademark search (state and federal), and handle
disputes that may arise. Appendix of state trademark agencies.

Miller, Arthur R. Intellectual property: patents, trademarks and copyright in a nutshell. West, 1983.
\$11.95 0-314-74524-6 428 p.
SEE Series title ...in a nutshell.

Pressman, David. Patent it yourself. Nolo Press, 1991. 3d ed. \$34.95 0-87337-167-4 1 v.
* Step-by-step approach to obtaining a U.S. patent, with tear-out forms; overview of patent
protection here and abroad; trade secrets, copyright; unfair competition; advice on how to evaluate
and market your invention.

Salone, M.J. How to copyright software. Nolo Press, 1989. 3d ed. \$39.95 0-87337-102-x 256 p.
Covers how to register your copyright for maximum protection and discusses who owns a
copyright developed by more than one person. Examples of blank and filled-in forms.

CRIMINAL LAW

Austern, David. The crime victim's handbook: your rights and role in the criminal justice system.

Penguin, 1987. \$6.95 0-14-046801-3 185 p.

Explains, without case notes or citations, the criminal justice system and the special legal rights of child victims, victims of domestic abuse and sexual assault. Describes third party litigation, victim compensation and restitution.

Blake, Stephen. Arrested! now what? a self-help guide to the criminal justice system. Self-Counsel Press, 1986. \$7.95 0-88908-918-3 133 p.

* Explains to the defendant how the criminal justice system works and how taking an active role in defense may help. Covers bail, finding & working with an attorney, the court personnel encountered, probation, jury trial and sentencing alternatives. Some sample forms.

Delsack, Katherine. Criminal Law. Lawprep Press, 1991. \$10.95 0-9623338-9-1 200 p.

An overview of the basic concepts of criminal law as taught in law school, with study questions.

Hermann, Michele G. Search & seizure checklists. Clark Boardman Callaghan, 1992. \$55.00

0-87632-804-4 506 p.

Quick reference to principles of criminal law. Although a "lawyer's book," provides easy access to the benchmark law decisions in areas like arrest, warrantless searches, vehicle stops and container searches. Good student resource as well. Caution: publisher will enter standing order, but only needs to be updated 3-5 years.

Israel, Jerold H. Criminal procedure in a nutshell: constitutional limitations. West, 1988. 4th ed. 0-314-65742-8 461 p.

SEE Series ... in a nutshell.

Klotter, John C. Legal guide for police: constitutional issues. Anderson, 1989. 2d ed. \$12.95 0-87084-498-9 180 p.

Guide for the officer dedicated to upholding the Constitution. Includes protecting, seeking and preparing evidence for trial.

Manville, Daniel. Post conviction remedies: a self-help manual. Oceana, 1988. \$16.50 0-379-20779-6 571 p.

For prisoners planning an appeal. Includes methods of research, procedures, court proceedings, immigration consequences. Sample forms, table of cases.

Manville, Daniel. Prisoner's self-help litigation manual. Oceana, 1986. 2d ed. \$17.50 0-379-20830-x 684 p.

Invaluable aid to incarcerated people and their families to understand their rights and exercise them. Includes legal research, legal writing, federal court litigation, forms, court directories.

Rudovsky, David. The rights of prisoners: the basic ACLU guide to prisoner's rights. SIU Press, 1988. 4th ed. 0-8093-1452-5 127 p.

* Uses question and answer format to explain constitutional guarantees and rights won and expanded through litigation in the last 30 years.

Sklar, Stanley L. Shoplifting: what you need to know about the law. Fairchild Publications, 1982. \$14.50 1-87005-399-x 228 p.

Although dated, this is one of the few titles dealing just with this topic. Written for the store owner/manager, but helpful for others. Covers preventing shoplifting to detaining the shoplifter and prosecution. Section on insurance considerations. Appendix of state statutes.

CRIMINAL LAW (continued)

Sloan, Irving. Rape. Oceana, 1992. \$17.50 0-379-11171-3 189 p.

One section devoted to explaining basic elements of rape, concepts of consent, statutory rape and date rape. Remainder is selected state statutes. In Law for the Layman series.

Stark, James. The rights of crime victims. SIU Press, 1985. \$4.95 0-8093-9952-0. 448 p.

* SEE Series American Civil Liberties Union Handbook.

VanDyke, Jon M. Checklists for searches and seizures in public schools. Clark Boardman Callaghan, 1992. \$49.50 0-87632-833-8 1 v.

An excellent source for students. Gives ample information for use in school papers and actual cases of searches in public schools. Provides guidance for school administrators. Caution: notify publisher if annual editions not wanted.

Yant, Martin. Presumed guilty: when innocent people are wrongly convicted. Prometheus, 1991.

\$22.95 0-87975-643-8 231 p.

Investigative journalist has collected stories of people wrongly convicted, sentenced and sometimes executed. With references for further research, an excellent source for student papers.

DISPUTE RESOLUTION

Knebel, Fletcher. Before you sue: how to get justice without going to court. Morrow, 1987. \$7.95 0-688-08669-1 310 p.

Two hypothetical employment contract cases are pursued through litigation and mediation, with step-by-step breakdown of time and expense involved.

Fisher, Roger. Getting to yes. Penguin, 1991. 2d ed. 0-14-015735-2

* Classic book on negotiation techniques.

Kubey, Craig. You don't always need a lawyer: how to resolve your legal disputes without costly litigation. Consumer Reports Books, 1991. \$15.95 0-89043-288-0 245 p.

* Consumer's guide to ADR (alternative dispute resolution) as preferable to expensive and time-consuming court procedures. How to use small claims court, an ADR center, or find a local mediator. Extensive listing of agencies by states and industries. Bibliography.

Lovenheim, Peter. Mediate, don't litigate. McGraw Hill, 1989. \$12.95 0-07-038832-6 290 p.

* The how and why of the mediation process, including divorce, community and business mediation. Chapter on how to become a mediator. Fifty pages of resources for public and private mediation.

EDUCATION

Alexander, Kern. The law of schools, students and teachers in a nutshell. West, 1984. \$12.95 0-314-80555-9 409 p.

SEE Series title ... in a nutshell.

Deskbook encyclopedia of American school law. Data Research. Annual. \$69.50 0-939675-16-1 1 v.

Compilation of federal and state appellate court decisions on education, organized by subject: accidents; freedoms of religion, speech; employment rights; school operations; athletics; private schools; rights of students.

EDUCATION (continued)

Fischer, Louis. Teachers and the law. Longman, 1991. 3d ed. \$29.25 0-8013-0482-2 415 p.

* Covers questions teachers may have on education law: legal aspects of teaching, contracts, bargaining, liability, child abuse, slander, copyright, and teacher and student rights. Very easy format. Guide to legal literacy for educators.

Hudgins, H.C. Law and education: contemporary issues and court decisions. Michie, 1991. 3d ed. \$40.00 0-87473-764-8 588 p.

Education professors have written an accessible text on broad and specific education issues. Table of cases, index.

Massachusetts. Department of Education. Check it out: a guide to rights and responsibilities for Massachusetts students. Bureau of Student Services and Mass. Dissemination Project, 1988.

FREE 70 p.

* Written for students by students, it explains the rights of students, outlines possible recourse if those rights are violated and lists resources for further help.

Price, Janet. The rights of students: the basic ACLU guide to a student's rights. SIU Press, 1988.

\$6.95 0-8093-1423-1 181 p.

* SEE Series American Civil Liberties Union handbook.

Rubin, David. The rights of teachers: the basic ACLU guide to a teacher's constitutional rights.

Bantam, 1983. 2d ed. \$4.95 0-553-23655-5 350 p.

SEE Series American Civil Liberties Union handbook.

Van Dyke, Jon M. Checklists for searches and seizures in public schools.

SEE **CRIMINAL LAW** topic.

Welcome to home education in Massachusetts. Massachusetts Home Learning Association (35 Water St., Marlboro, MA 01752), 1991. \$4.00 29 p.

* Covers basic questions on home schooling, the legal requirements, research and resource lists. Reprints key Mass. case, "Care and protection of Charles" (399 Mass 324).

ELDER LAW

Brown, Robert N. The rights of older person. SIU Press, 1989. 2d ed. \$4.95 0-8093-1432-0 413 p.

* Rights of older citizens to an adequate income (Social Security, SSI, disability, pensions, employment); health care (Medicare, Medicaid, nursing homes); to freedom from restraints (guardianship, right to refuse medical treatment). Appendices of support agencies.

Claman, Priscilla. 60 plus in Massachusetts. Center for Information Sharing, 1985. 2d ed. \$8.95 09-395320-18 92 p.

The guide to "benefits, bargains and better living arrangements" for elders. Covers money matters, employment and housing options, legal rights. Gives government and social service agency referrals. Possible new edition.

Clifford, Denis. The power of attorney book. Nolo Press, 1990. 3d ed.

Now out of print, see below.

Clifford, Denis. Who will handle your finances if you can't? Nolo Press, November 1992 publication.

\$19.95 0-87337-179-8 250 p.

"This book enables a person to create a durable power of attorney for finances" instead of seeking a legal conservatorship. Replaces, in part, The power of attorney book. -- Catalog.

ELDER LAW (continued)

Guardianship of the elderly: a primer for attorneys. American Bar Association, 1990. \$7.00
0-89707-549-8 79 p.

A step-by-step approach to the system for lawyers, but alerts the reader to areas of concern and major issues.

Gordon, Harley. How to protect your life savings from catastrophic illnesses and nursing homes.
Financial Planning Institute, 1991. 2d ed. 0-962-56671-3 281 p.
Financial and estate planning for long term care.

Komlos-Hrobsky, Peter. Advocates guide to home care for the elderly. National Clearinghouse for Legal Services, 1988. \$15.00 0-941-07718-7 112 p.
Description of home care services available and the law and legislation on home care.

Matthews, Joseph L. Eldercare: choosing & financing long-term care. Nolo Press, 1990. \$16.95
0-87337-113-5 1 v.
* Discusses the alternatives for long-term care: home, elder residences, nursing homes. How to choose and finance them while protecting assets and preserving individual rights and dignity. Extensive resource directory.

Regan, John J. Your legal rights in later life. AARP; Scott Foresman, 1989. \$13.95 0-673-24884-4
321 p.
Coverage of elder rights on income, taxes, health care, real property, consumer affairs, planning for possible incapacity, wills and estate administration. Uses question and answer format. Lists resources.

Sloan, Irving J. Rights and remedies for senior citizens. Oceana, 1992. \$17.50 0-379-11178-0 149 p.
Brief overview of broad range of issues: age discrimination in employment, social security, medicare, nursing home, elder abuse. In Legal almanac, second series.

EMPLOYMENT

Curry-Swann, Lynn. Managing equally and legally: a practical business guide to preventing discrimination complaints and termination lawsuits. McFarland, 1990. \$35.00 0-89950-520-1
272 p.

Good broad coverage of personnel issues that may confront a private sector employer, but pre-dates ADA. Summaries of actual cases with relevant issues outlined. Glossary and bibliography.

Hood, Jack B. Workers' compensation and employee protection laws in a nutshell. West, 1990. \$13.95
0-314-71824-9 361 p.
SEE Series title ... in a nutshell.

Lacey, Dan. Your rights in the workplace. Nolo Press, 1991. \$15.95 0-87337-159-3 1 v.
* An employee's guide to: firing and layoffs, wages, parental leave, unemployment, workers' comp., job safety, discrimination, labor unions. Federal law with state-by-state synopses where available.

EMPLOYMENT (continued)

- Nackley, Jeffrey V. Primer on workmen's compensation. BNA Books, 1989. 2d ed. \$32.00
0-87179-596-5 187 p.
An introduction suitable for the layperson that summarizes the basic concepts and reviews the administration of the system. Charts summarize state benefits. Glossary, bibliography, table of cases.
- Player, Mack A. Federal law of employment discrimination in a nutshell. West, 1992. 3d ed. \$13.95
0-314-00128-x 338 p.
SEE Series title ... in a nutshell.
- Rapaport, John D. The employee strikes back. Macmillan, 1989. \$8.95 0-02-036150-5 306 p.
* Popularly written volume on sexual harassment, age discrimination, drug testing, polygraph abuse, unfair performance appraisals, wrongful firing and more. Glossary, index of cases cited, EEOC information.
- Schwartz, Robert M. Your rights on the job: a practical guide to employment laws in Massachusetts. Labor Guild of Boston, 1992. 3d ed. \$15.50 0-9611038-2-5 282 p.
* A guide written for the lay reader. This new edition includes 1991 reforms of workers' com., ADA and Massachusetts Handicapped Discrimination Law. Agency contacts.
- Sedmak, Nancy. Primer on equal employment opportunity. BNA Books, 1991. 5th ed. \$32.00
0-87179-684-8 201 p.
Coverage of EEOC entitlements on race, sex, national origin, religion, age, handicap, and how anti-discrimination laws are applied and enforced.
- Weiss, Donald H. Fair, square and legal: safe hiring, managing & firing practices to keep you & your company out of court. AMACOM, 1991. \$24.95 0-8144-5976-5 316 p.
* Outlines for employers safe management practices in recruiting, all employment areas and termination of employees. Summaries of key federal legislation.

FAMILY LAW

- Biracree, Tom. How to protect your spousal rights. Contemporary, 1991. \$6.95 0-8092-3972-8 140 p.
* Defines marriage in legal and financial terms and details how any party can protect himself/herself before, during and after marriage. Good list of resources and organizations.
- Black, Margaret. Successful divorce for women: a woman's guide through the legal and financial labyrinth. Design Publishing, 1990. \$10.00 162 p.
How to make sensible divorce decisions, preparing to be alone, understanding emotions, finding the best lawyer, getting the best deal and protecting children.
- Coulson, Robert. Fighting fair: family mediation will work for you. Free Press, 1983. \$19.95
0-02-90642-1 196 p.
Covers family life education, marriage counseling, divorce and family mediation.
- Estess, Patricia Schiff. Remarriage and your money: once again for richer or for poorer. Little, Brown, 1992. \$19.95 0-316-25064-3 225 p.
The particular financial questions that arise in remarriage: prenuptial agreements, child support, where to live, money management, estate planning. Bibliography.

FAMILY LAW (continued)

Friedman, James T. The divorce handbook: your basic guide to divorce. Random House, 1984. Rev. ed. \$10.00 0-394-72027-9 170 p.

* Assumes working with an attorney, follows course of a divorce action in a question and answer format. Particularly good on the procedural stages of a divorce – financial disclosures, discovery, negotiation, settlement and trial. Guidelines for preparing for a deposition, giving evidence. Excellent checklists.

Friedman, Scott E. Sex law: a legal sourcebook on critical sexual issues for the non-lawyer. McFarland, 1990. \$22.50 0-89950-540-6 167 p.

* Intended as a resource guide to the complicated maze of federal and state laws on individual sexual rights and responsibilities. Covers reproduction, sexually transmitted diseases, discrimination and harassment. Uses question and answer format and expounds from there. References and index.

Jancourtz, Isabella. The Massachusetts woman's divorce handbook. (PO Box 743, Weston, MA 02193) 1990 Rev. ed. \$10.00 0-9618632-1-8 96 p.

* Gives women going through divorce an understanding of the process in Massachusetts. Sample filled-in forms, appendix of resources.

Johansen, Frances. The financial guide to divorce. United Resource Books, 1990. 3d ed. \$7.95 0-929230-03-5 104 p.

Views divorces as a business partnership that has come to an end. Suggestions for financial strategies during and after divorce.

Koff, Gail J. Love and the law: a legal guide to relationships in the 90's. Simon & Schuster, 1990. \$9.95 0-671-69608-4 320 p.

* Beyond the standard topics of marriage and divorce and support, covers legal ramifications of living together (property, palimony, gay rights) and new topics of reproductive technology, transmission of sexual disease. Sample co-habitation agreement.

Lake, Steve. Rematch: winning legal battles with your ex. Chicago Review Press, 1989. \$9.95 1-55652-053-0 208 p.

Because no divorce in "final," a guide to protecting your property rights and enforcing settlement terms and preserving children's status.

Leonard, Robin D. Family law dictionary. Nolo Press, 1990. 2d ed. \$13.95 0-87337-129-1 224 p.

Written in plain English, simply defines key terms for the layperson. Contains many examples as well as extensive cross references.

MacKay, Richard. Law of guardianships. Oceana, 1980. 3d ed. \$6.95 0-379-11128-4 119 p.

In layman's terms, covers guardianship of older person, minors, special topics. Sample forms and glossary.

Rothman, Bernard. Loving and leaving: winning at the business of divorce. Lexington, 1991. Rev. ed. \$19.95 0-669-20944-9 236 p.

Practical advice on financial, legal and emotional issues of divorce. Filled with checklists and guidelines that can be used in the stages of divorce and in custody mediation.

Sibbison, Wendy. Massachusetts divorce: a consumer guide. Greenfield, MA, The Author, 1988. Rev. ed. \$11.95 0-9620421-1-0 110 p.

* How to handle your own uncontested divorce, or work with an attorney. Covers divorce procedures and divorce mediation. Sample filled-in forms.

FAMILY LAW (continued)

Sitarz, Dan. Divorce and dissolution of marriage laws of the United States. Nova, 1990. \$21.95
0-935755-05-5 195 p.

Summaries for all states and Washington, DC are 3-4 pages in length and contain citations to statutes. A handy reference.

Sitarz, Dan. Divorce yourself: the national no-fault divorce kit. Nova, 1991. 2d ed. \$24.95
0-935755-06-3 331 p.

* Self-help kit good in all states. Focuses on writing a marital settlement as the basis for a divorce. State-by-state summaries include the self-help books for that state. Glossary and general bibliography.

Woodhouse, Violet. Divorce & money: everything you need to know about dividing property. Nolo Press, 1992. \$19.95 0-87337-143-7 236 p.

* Divorce can be a crash course in managing finances. Nine chapters on actions to take in the first 30 days re. separation, joint accounts, fact finding, getting help, avoiding tax problems. How to value assets, retirement, divide debts, provide for children, negotiation, living with the settlement. charts, work sheets, resources for help.

Your legal guide to marriage. American Bar Association, 1989. 2d ed. \$2.00

* In question and answer format covers common-law marriage, name changes, premarital contracts, invalid marriages, finances, children's role, death of a spouse.

FORECLOSURE

Dallow, Theodore J. How to buy foreclosed real estate for a fraction of its value. Bob Adams, 1992. \$7.95 1-55850-026-x 152 p.

Covers all types of foreclosures and stresses the effort involved in acquiring a good deal. Covers the foreclosure process and provides helpful tips on dealing with banks. Appendices include common questions and answers and homebuyer's checklists.

Friedman, Jack P. Keys to buying a foreclosed home. Barron's, 1992. \$4.95 0-8120-4765-6 155 p.

A guide to finding, inspecting, financing and purchasing a foreclosed house at the best possible price. Includes disadvantages as well as the advantages of shopping the foreclosure market.

Wiedemer, James I. The homeowner's guide to foreclosure: how to protect your home and your rights. Dearborn, 1992. \$15.95 0-79310-328-2 185 p.

* What are your choices when faced with foreclosure? The alternatives at all stages, pre- and post-foreclosure, are explored by a real estate lawyer. Glossary, index, extensive summaries of 50 state laws.

INFORMATION RIGHTS

Abrashkin, William H. Freedom of information in Massachusetts. Auburn House; dist. by Greenwood, 1989. \$34.95 0-86569-191-6 237 p.

* Explanation for lawyers and non-lawyers of the legal rules for government-held information, both how to obtain public information and how to keep personnel information private. Procedures, with sample forms and letters, to obtain information. Covers criminal records and open meeting laws. comparison with laws in selected states, quick reference guide, glossary, citations.

INFORMATION RIGHTS (continued)

Hendricks, Evan. Your right to privacy: a basic guide to legal rights in an information society. SIU Press, 1990. 2d ed. \$7.95 0-809-31632-3 184 p.

* SEE Series American Civil Liberties Union handbook.

Marwick, Christine M. Your right to government information. SIU Press, 1985. \$4.95 0-8093-9960-1 252 p.

* SEE Series American Civil Liberties Union handbook.

Pankau, Edmund J. Check it out! contemporary, 1992. \$8.95 0-8092-3945-0 153 p.

"Top investigator shows you how to find out practically anything about anybody in your life." A truly scary look at how easy it is for someone to find out about you through voter registration, marriage license, drivers registration, birth records, etc.

LANDLORD/TENANT

Goodwin, Daniel and Richard Rusdorf. The landlord's handbook: a complete guide to managing small residential properties. Dearborn, 1989. \$21.95 0-88462-405-6 237 p.

Guide for the landlord or manager. Includes tips on advertising rental property, leases, insurance and accounting. Sample forms and general bibliography.

Legal tactics: self-defense for tenants in Massachusetts. Massachusetts Poverty Law Center, 1987.

\$13.95 0-910001-02-2 337 p.

* Covers tenants' rights in Massachusetts and how to uphold them. New edition is expected in 1992.

Newman, Jeanne D. The tenant's leasing handbook. Dearborn, 1992. \$19.95 0-79310-317-7 216 p.
guide to finding and leasing the "perfect" commercial space. Includes standard lease forms.

Robinson, Leigh. Landlording: a handy manual for scrupulous landlords and landladies who do it themselves. Express, 1992. 6th ed. \$21.95 0-932956-16-5 414 p.

* For those who want to be successful and fair landlords in the 1990's. Good chapter on section 8 housing. Comprehensive selection of forms.

LEGAL FORMS

Battle, Carl W. Legal-wise. Allworth, 1991. 2d ed. \$16.95 0-9607118-4-8 208 p.

* Self-help legal forms on wills, living trusts, living wills, power of attorney, real and personal property, divorce, name changes, copyright, bankruptcy. With good explanatory material on each. Forms (not tear-out) are full 8½ x 11 for copying.

Chernofsky, Charles B. Step-by-step legal forms and agreements. Round Lake, 1991. \$19.95 0-929-54310-6 446 p.

Standard forms and easy directions.

The complete legal kit. Running Press, 1988. \$17.95 0-89471-613-1 1 v.

Consumer Law Foundation's collection of 164 ready-to-copy legal forms for family, business and home. Prepared by attorneys to be "generally appropriate for self-use," but lacks any explanatory text.

LEGAL FORMS (continued)

Elias, Stephen. Simple contracts for personal use.
See **CONTRACTS** topic.

Nolo's form kit series. Nolo Press, November 1992. \$14.95 each

"A clearly written booklet of instructions plus all the legal forms needed." -- Catalog. For bankruptcy chapter 7, conventional power of attorney, wills.

Rogers, Louisa. Book of forms for everyday living. national Textbook Company, 1989. 2d ed. \$7.95
0-8442-5327-8 75 p.

Most basic of life's forms – social security application, voter registration, driver's license, unemployment, tax returns – with line-by-line instructions and word list for each. * Excellent for adult new readers.

Sloan, Irving J. More everyday legal forms. Oceana, 1992. \$12.50 0-379-11174-8 211 p.

Some very basic forms, but too small in format to be ready-to-use. Legal almanac, 2d series.

LEGAL RESEARCH

Corbin, John. Find the law in the library: a guide to legal research. American Library Association, 1989., \$65.00 0-8389-0502-1 327 p.

A scholarly approach to legal research for the librarian who will be assisting patrons. Attempts to teach the process as well as some substantive areas a patron may be researching: family, property, personal injury, taxation, employment. Not a quick read.

Elias, Stephen and Susan Levenkind. Legal research: how to find and understand the law. Nolo Press, 1992. 3d ed. \$15.95 0-87337-144-5 1 v.

* Everything you will need to know and can teach yourself about doing legal research. This edition improved by "summing up" and "library exercises" features. Excellent graphics include photos of sets of law books and sample pages. Chapter on computer-assisted legal research (CALR).

Handbook of legal research in Massachusetts, edited by Margot Botsford and Ruth Matz. MCLE, 1988; with '91 suppl. \$35.00 0-944490-04-2 1 v.

* Absolutely invaluable for its substantive discussion of statute and case law. Excellent index allows for quick reference use as well. Thorough discussion of Massachusetts government structure and lawmaking process, the judicial system and rules of court, administrative, municipal and tax law.

A journalist's primer on locating legal documents. American Bar Association, 1990. \$2.00 50 p.

* Small ($3\frac{1}{2} \times 6\frac{1}{2}$ ") handbook for reporters or anyone who must follow the paper trail through public records for information on individuals, property, court records, or government agencies. For each, it gives holding source, process recommended to obtain information and comments.

Legal research made easy. Nolo Press and Legal Star Communications, 1989. \$89.95 0-87337-138-0 VIDEO 190 min.

Created and narrated by Robert Berring, Director of Law Library at Berkeley, a lively speaker. Abbreviated version of his Commando Legal Research videos for law students, but still plentifully full of information for the serious legal researcher.

LEGAL RESEARCH (continued)

Using the law library: a non-lawyer's guide. HALT, 1988. \$10.95 9-910073-10-1 174 p.

- * Manual designed for answering basic legal questions. Five chapters on U.S. system and using a law library should be read before beginning. Process starts with defining the issue and using secondary sources to form the query, and possibly answer it as well.

LEGAL SYSTEM

Arbetman, Lee. Street law: a course in practical law. West, 1990. 4th ed. \$25.00 0-314-68198-1 584 p.

High school text that would also be useful to adult new readers. Introduces American legal system and gives problem-solving exercises in reading and analyzing legal issues. Teacher's manual also available.

Carp, Robert A. The Federal courts. Congressional Quarterly, 1991. 2d ed. \$17.95 0-87187-580-2 252 p.

A readable text on federal judiciary and the impact of the Reagan and Bush appointments, now comprising 2/3 of sitting judges. For the "educated layperson" and student. Extensive notes, bibliography.

Coombs, Richard. Lawsuit handbook. LawPrep Press, 1990. \$24.95 168 p.

Course of litigation from pre-trial through appeals process for a "results-oriented" litigant, to understand that the legal system is "process-oriented." Large type. Glossary.

Everyday law series. HALT, 1991. \$15.00 1 v. looseleaf.

- * Brief guides on legal subjects: court system, attorney/client partnership, family law, property, consumer, business, individual rights. With resources for further help. By an organization dedicated to the consumer and legal reform. An outstanding value.

Hay, Peter. An introduction to U.S. law. Butterworth, 1991. 2d ed. \$40.00 0-88063-411-1 218 p.

An overview of the basic principles of American law, and the interplay of common law, state and federal jurisdictions. Book grew out of lectures given to foreign students, so assumes no prior familiarity with the subject. For the serious lay reader or student.

Law and the courts: a handbook about the United States law and procedure. American Bar Association, 1987. Rev. ed. \$2.00 0-89707-331-2 80 p.

- * The American court system, civil, criminal and special courts. Shows the course of an average case in each. Glossary and references.

Lee, Katherine J. Courts & judges: how they work. HALT, 1987. \$7.95 0-910073-02-3 205 p.

- * A citizen's legal manual to explain the organization and relationship of state and federal civil courts, how judges and other court officials are selected and how their actions can be challenged. Excellent charts of state court structures. bibliography and listing of court reform organizations.

Legal breakdown: 40 ways to fix our legal system. Nolo Press, 1990. \$8.95 0-87337-136-4 88 p.

- * Brief analysis of 40 failures of the American legal system and suggestions on how to make it faster, fairer, cheaper and more accessible. With references and contact organizations. Constructive criticism that will be appreciated by anyone who has been "worked over" by the system.

LEGAL SYSTEM (continued)

Massachusetts journalist's court and legal handbook. Massachusetts Bar Association, 1991. \$10.95

1 v. looseleaf

* An easy-to-understand guide to the Massachusetts legal system, with particular emphasis on access issues and interpretation of judicial actions and decisions. MBA is committed to updating this publication. Resources, glossary.

You and the law. American Bar Association, 1991. \$6.95 0-451-16505-5 576 p.

* A straightforward inexpensive collection of legal questions and answers. On all common legal topics, each includes "where to get more information."

MEDICAL ISSUES

Annas, George J. The rights of patients: the basic ACLU guide to patient rights. Humana Press, 1992. 2d ed. \$29.50 0-89603-182-9 314 p.

* Professor of health law discusses the organization of health care and patients' rights from admission, through all stages of treatment; informed consent; privacy; emergency care; research and medical malpractice. Question and answer format.

Annas, George J. Judging medicine. Humana Press, 1990. \$17.50 0-89603-193-4 438 p.

Explores the legal and ethical implications of reproduction, mental illness, death and dying, transplantation, role of government and patients' rights. References and index.

Brant, Jonathan. Law & mental health professionals: Massachusetts. American Psychological Association, 1991. \$49.95 1-55798-124-8 275 p.

Massachusetts attorney reviews and integrates all Mass. laws affecting MHPs by describing legal standards and process for each. Includes statutes, regulations, and cases with citations. Tables, index.

Colen, B.D. The essential guide to a living will: how to protect your right to refuse medical treatment. Prentice Hall, 1991. \$7.95 0-13-284662-4 145 p.

* Medical journalist reviews medical, ethical and legal issues involved in living wills. Includes text of Living wills recognized in 41 states as of October 1990; does not include Massachusetts Health Care Proxy Law of 12/18/90.

Feuer, William W. Medical malpractice law: a guide for health care professionals. LawPrep Press, 1990. \$24.95 0-9623338-2-4 193 p.

Describes the course of a medical malpractice case and advises health care workers on how to protect themselves. By practicing hospital attorney.

Goodson, John F. How to prepare your own living will. Law Forms, Inc., 1989. \$12.95 0-934141-11-8 8 p. and forms

includes instructions and filled-in forms, but little general information.

Inlander, Charles. Your medical rights: how to become an empowered consumer. Little Brown, 1990. \$14.95 0-316-69546-7 405 p.

President of national consumer health organization focuses on consumer action rather than just legal rights. Covers filing complaints and pursuing medical malpractice. 200 p. are state-by-state directory of agencies that can help.

MEDICAL ISSUES (continued)

Isaacs, Stephen L. The consumer's legal guide to today's health care: your medical rights and how to assert them. Houghton Mifflin, 1992. \$12.95 0-395-57438-2 384 p.

* Excellent coverage of patients' rights, as well as health insurance, workers' comp, health clubs, reproductive issues, hazardous substances, AIDS, Medicare, long-term care and right-to-die. Uses cases, general trends in U.S. law to illustrate. Notes and sources.

Shear, Carolyn. The health insurance claims kit. Dearborn, 1992. \$19.95 0-79310-404-1 130 p.

The time to prepare for claims is before you have them. Presents a system for organizing all health insurance information, medical expense records, bills and claims with sample forms and pockets. appendix of state insurance offices, agencies on aging.

Sloan, Irving J. The right to die: legal and ethical problems. Oceana, 1988. \$12.50 9-379-111167-5 146 p.

A survey of common law, legislation and judicial cases on right-to-die. covers consent to treatment and uniform Rights of Terminally Ill Act. In the Legal Almanac series. Look for new edition as statutory appendices now out-of-date.

MILITARY

Johnson, R. Charles. Draft registration and the law. Nolo Press, 1991. 2d ed. \$9.95 0-944508-07-3 250 p.

* Registration for the draft and the classifications, exemptions and deferments available. Appeals process and court cases, medical standards, aliens and the draft.

Roberts, Ralph. The veteran's guide to benefits. New American Library, 1989. \$4.95 0-451-16017-7 418 p.

* Comprehensive treatment of veteran's administration of medical, financial and education benefits. Includes coverage of legal aspects of discharges, court martials. Veterans organizations, cemeteries, VA facilities, state offices in Appendix.

Sharff, Lee. Veterans' benefits handbook. Prentice Hall, 1992. \$10.00 0-13-952896-2 184 p.

* Most up-to-date coverage of home loans, life insurance, survivors' and burial benefits, disability, pension, education, health care and social security benefits. How and where to apply for each. Veterans organizations and facilities.

Tomes, Jonathan. The service member's legal guide. Stackpole Books, 1987. \$14.95 0-8117-2204-x 224 p.

For the men and women serving in the military and their families, a guide to understanding individual rights and military institutions. From enlistment to discharge, covers personal matters, legal remedies and military justice.

MOTOR VEHICLES

- Armen, Christopher T. and Rand Steven Rubin. Drunk driving. Amazon Legal Pub., 1986. \$14.95 0-9617516-0-x 244 p.
A guide for the layperson charged with drunk driving. Explains and analyzes the course of an arrest, pre-trial options, a jury trial, conviction, probation and appeals.
- Bello, Phil. How to win in traffic court. Major Market Books, 1989. \$12.95 1-8777635-38-3 160 p.
* Easy to read guide by an attorney with strategy and tips on contesting traffic violations, DWI, speeding, suspended license charges, general moving violations. Sample forms, glossary, bibliography.
- Eagan, James. M. A speeder's guide to avoiding tickets. Caretaker, 1990. \$12.95 0-9628337-0-3 157 p.
Retired N.Y. state trooper tells you what the police don't want you to know about speed "traps", how radar really works, selective enforcement, and police psychology.
- Glass, James. Traffic court: how to win. Allenby Press, 1988. \$12.95 0-9615-419-4-6 206 p.
Helpful guide for readers who face a motor vehicle charge and need a general understanding of court procedure. Tips on how to prepare a case from beginning to end.
- Smith, Dale. Beating the radar rap. Bonus Books, 1990. 2d ed. \$14.95 0-933893-89-2 177 p.
* Points out flaws with radar devices and gives the reader general tips for preparing and appearing in court. Appendices contain test results of various radar equipment.
- Williamson, John H. The attorney's handbook on drinking driving defense. Argyle, 1991 with '92 suppl. \$29.95 408 p.
The first half is aimed at attorneys and covers pre-trial issues. Remainder of the text gives detailed technical discussion of chemical, breath and urine tests. Appendix of summaries of state drunk driving statutes.

NAMES

- Anosike, Benji O. How to legally change your name without a lawyer. Do-It-Yourself, 1991. \$15.95 0-932704-06-9 107 p.
covers basic reasons and procedures for an adult or minor's name change. Step-by-step coverage of New York procedure for both, and summary of basic law in 50 states. Bibliography, index.
- Kupper, Susan J. Surnames for women: a decision-making guide. McFarland, 1990. \$19.95 0-89950-496-5 157 p.
Based in part on a nationwide survey, explores the issues involved in name changes, possible difficulties and how to overcome them. Legal requirements for keeping a birth name or changing to a new name. Bibliography.

PERSONAL INJURY

Koff, Gail J. Jacoby & Meyers practical guide to personal injury. Simon & Schuster, 1991. \$20.00
0-671-72683-8 240 p.

* This explanation of personal injury law and litigation is for all general readers, as 1 in 25 Americans will be injured in an accident. Part one covers "what to do, where to go and what you must know" if you are injured and consult an attorney about your case. Case studies from Jacoby files are used to illustrate the course of claims in auto accidents, accidents to children, premises and product liability, medical malpractice, suing the government or worker's comp.

Matthews, Joseph. How to win your personal injury claim. Nolo Press, November 1992. \$24.95
0-87337-189-5 275 p.

"How to evaluate what the case is worth, negotiate with the insurance company, obtain the best possible settlement." - Catalog

Saadi, Michelle. Claim it yourself: the accident victim's guide to personal injury claims. Pharos Books, 1987. \$4.95 0-88687-297-9 96 p.

Because "insurance companies are not on your side," this former claims adjuster gives the tactics needed to counter all the adjuster will try in order to pay as little as possible. "Don't sign anything" until you realize the techniques being used on the claimant.

Shernoff, William H. How to make insurance companies pay your claims and what to do if they won't. Hastings House, 1990. \$9.95 0-8038-9325-6 221 p.

Consumer rights attorney advises clients on step-by-step process of collecting on all legitimate claims (injury, fire, disability, medical, life). How to file a claim and what to do if it is rejected. Uses case studies from his firm's files. Appendix of state insurance departments and trial lawyers associations.

PROPERTY

Abrams, Jerry. House buying, step-by-step: classified to closing, a pocket guide to the home-buying process. Lincoln Publishing, 1990. Massachusetts ed. \$10.95 0-9626203-0-0 87 p.

* Good step-by-step guide to buying a home in Massachusetts. Follows process through qualifying for a mortgage, choosing a house, offer to purchase, inspections (including lead and radon) and closing. Good chapter on renegotiating the purchase.

Bull, Diana. The equity sharing book: how to buy a home even if you can't afford the down payment. Penguin, 1990 \$8.95 0-14-012658-9 320 p.

* In equity sharing an owner-occupant and non-resident owner pool their resources. Explains the concept, process, tax implications. Section of common questions and answers, glossary, worksheets, sample agreement.

Delsack, Katherine L. Real property. LawPrep Press, 1991. \$10.95 0-962338-7-5 221 p.

* General survey of real property covering ownership interests in land, landlord and tenant, easements and deeds. Good explanation of legal terms.

Gadow, Sandy. All about escrow: or how to buy the Brooklyn Bridge and have the last laugh. Express, 1992. 5th ed. \$14.95 0-932956-17-3 222 p.

Detailed coverage of the principles of escrow in the transfer of real and personal property. Includes many ready to copy forms.

PROPERTY (continued)

- Estopinal, Stephen V. A guide to understanding land surveys. Professional Educational Systems, Inc., 1989. \$65.00 0-941161-42-0 212 p.
Provides a thorough explanation of professional surveys with sample survey evaluations in chapter 11. Covers the fundamentals as well as the more intricate aspects of surveying.
- Gill, Rina K. and Douglas J. Wolf. The survivor's guide to financing your home Scott Foresman Professional Books, 1991. \$14.95 0-673-46260-9 159 p.
A detailed guide to the mortgage market. Explains different types of mortgages and how to shop for the best buy. Computer software available.
- Greer, Brad G. Guide to selling your home: everything you need to know to sell your real estate without (or with) a broker in a competitive market. United Resources Press, 1992. \$5.95 0-929230-07-8 127 p.
* How to get the best price for your house. Covers advertising, "curb appeal," realtors, price negotiations and closing.
- Jordan, Cora. Neighbor law: fences, trees, boundaries and noise. Nolo Press, 1991. \$14.95 0-87337-158-5 1 v.
* Guidance for those people with neighbor disputes. Covers basic questions such as who owns the fruit that drops into a neighbor's yard and how to stop your neighbor's loud parties. Gives rights and strategies. Includes references to state statutes.
- Kaufman, Phyllis. Understanding condominiums and co-ops. Longmeadow Press, 1987. \$4.50 0-681-40241-5 72 p.
How condos operate, the rules and regulations of condo associations, advantages and disadvantages of purchase and financing. Glossary and checklist for comparison shopping.
- Lank, Edith. The homebuyer's kit. Dearborn, 1991. 2d ed. \$15.95 0-79310-297-9 168 p.
Step-by-step guide to buying a house. Provides guidelines to qualify for mortgages and descriptions of architectural style. Detailed amortization tables.
- Lawson, Charles E. Surveying your land: a commonsense guide to surveys, deeds and title searches. Countryman Press, 1990. \$9.95 0-88150-180-8 118 p.
* A good overview of surveying and the role of surveys in real property issues. Includes background information on deeds, title searches, taxes and other legal issues.
- Milko, George in association with HALT. Real estate: the legal side to buying a house, condo or co-op: a step-by-step guide. Random House, 1990. \$8.95 0-679-72980-1 165 p.
* Good coverage of the basics of home-buying. Points out the role of the real estate agent as representative of the seller. Explains home-buying process from decision to buy through the closing. Includes chapter on buyer's rights in the mortgage process.
- Miller, Peter G. The common-sense mortgage: how to cut the cost of home ownership by \$100,000 or more. Harper Perennial, 1992. \$10.00 0-06-273109-2 298 p.
* The ins and outs of mortgages from adjustable rate to the tax consequences of borrowing. Explains cost-cutting measures in home financing and what kinds of loans to avoid.
- Randolph, Mary. Dog law. Nolo Press, 1989. \$12.95 0-87337-078-3 1 v.
* A good book for the dog lover as well as the dog-avoider. Covers liability issues of pet owner, breeders and veterinarians and legal rights of pet owners.

PROPERTY (continued)

- Robin, Peggy. Saving the neighborhood: you can fight developers and win. Woodbine House, 1990. \$16.95 0-933149-33-6 428 p.
 * An activist's handbook on understanding zoning and the development process, how to organize to fight development and sample cases for preserving light and air, historic buildings, suburbs, "the corner store" and more. What to do whether you win or lose the first round. Bibliographies.
- Ventolo, William L. and Martha R. Williams. The art of real estate appraisal: dollars and cents answers to your questions. Dearborn, 1992. \$19.95 0-7931-207-3 190 p.
 Covers the appraisal process and different approaches to it. Detailed glossary and forms.
- Warda, Mark. Neighbor vs. neighbor: legal rights of neighbors in dispute. Sphinx, 1991. \$12.95 0-913825-38-7 226 p.
 An A to Z treatment of neighbor issues, from Airports and Electromagnetic Waves to Water. Options for solving problems without going to court. Includes lots of "war stories" on various problems.

SEXUAL HARASSMENT

- Omilian, Susan M. What every employer should be doing about sexual harassment. Business & Legal Reports, 1986. \$19.95 1-55645-443-0 119 p.
 A good starting point for the employer trying to identify and eliminate sexual harassment. Discusses employers' responsibilities for harassment as well as sample policies, forms and a training program.
- Petrocelli, William and Barbara Kate Repa. Sexual harassment on the job. Nolo Press, 1992. \$14.95 0-87337-177-1 1 v.
 * Defines sexual harassment on the job, from annoying behavior to physical abuse, and what can be done about it: confronting the harasser, making an in-house complaint, filing a state or federal claim and bringing a lawsuit. Summarizes state fair employment practice laws, gives resource listings.
- Sumrall, Amber. Sexual harassment: women speak out. Crossing Press, 1993. \$10.95 0-89594-544-4 300 p.
 Eighty contributions from women from all walks of life describing their experiences with sexual harassment and their anger.
- Wagner, Ellen J. Sexual harassment in the workplace. American Management Association, 1992. \$17.95 0-8144-7787-9 148 p.
 Clarifies sexual harassment issues and provides advice on how to deal with them.

SMALL BUSINESS

- Brown, W. Dean. Incorporating in Massachusetts: without a lawyer. Consumer Publishing, 1992. \$24.95 116 p.
 * Everything you need to know to form a corporation (for profit) in Massachusetts, including blank stock certificates. A good starting point.
- DuBoff, Edward D. The law (in plain English) for small business. John Wiley, 1991. 2d ed. \$14.95 0-471-53616-4 226 p.
 General coverage of law that affects businesses for the layperson. Very readable. Contains good chapter on consumer protection.
- Dugan, Christopher and Donald Ridings. Business law. Barron's Educational Series, 1990. \$14.95 0-8120-4189 262 p.
 Covers the practical aspects of starting, buying and operating a business. Explains areas of law that may impact on a business such as patents, trademarks and employment law.
- Fleury, Robert E. The small business survival guide: how to manage your cash, profits and taxes. Sourcebooks Trade, 1991. \$17.95 0-942061-12-8 237 p.
 * A useful guide to organizing the books of a small business. Introduces "no-entry accounting" as a simple and efficient accounting system for the small business person. Addresses some tax issues in detail.
- Fox, Stephen. Keys to buying and selling a business. Barron's, 1991. \$4.95 0-8120-4430-4 172 p.
 tips on investigating the financial viability of a business. For the prospective business person as well as the seller of a business.
- Gumpert, David E. How to really start your own business: a step-by-step guide featuring insights and advice from the founders of Crate & Barrell... Inc. Publishing, 1991. \$14.95 0-9626146-2-0 216 p.
 * A realistic guide to starting a business that points out the pitfalls as well as the pleasures of owning your own business. Uses the experiences of successful entrepreneurs as discussion models.
- Hedglon, Mead. How to get the best legal help for your business (at the lowest possible cost). McGraw Hill, 1992. \$16.95 0-07-027786-9 296 p.
 * Because legal mistakes can be expensive, helps the small business owner determine when he/she needs a lawyer, what kind, how to evaluate a lawyer's work, when and how to fire one. How business litigation works when it can't be avoided. Glossary.
- Jenkins, Michael D. Starting & operating a business in Massachusetts: a step-by-step guide. Oasis Press/ PSI Research, 1991. \$19.95 0-916378-59-4 1 v.
 * A very thorough work on starting the business and running it efficiently. Covers tax considerations as well as employment law.
- Kamoroff, Bernard. Small-time operator: how to start your own small business, keep your books, pay your taxes, & stay out of trouble. Bell springs Pub. Co., 1990. \$12.95 0-917510-06-2 156 p.
 A guide to successfully becoming your own boss. This sept-by-step guide includes bookkeeping advice and forms.
- Mancuso, Anthony. How to form your own nonprofit corporation. Nolo Press, 1990. \$24.95 0-87337-124-0 1 v.
 * A detailed guide to forming a nonprofit corporation. Does not include state-specific requirements, **but** does go into federal requirements in detail.

SMALL BUSINESS (continued)

- Miles, Raymond C. How to price a business. Institute for Business Planning, 1982. \$18.95
0-13-400797-2 133 p.
Guide on how to price and sell a business competitively. Although somewhat dated, the basics remain useful. Reader should be aware of changes in tax law since publication.
- Phillips, Michael and Salli Rasberry. Marketing without advertising: creative strategies for small business success. Nolo Press, 1986. \$14.00 0-87337-01908 1 v.
How to evaluate your market, fit your business to that market and get your message out to potential customers. Stresses business appearance, pricing, customer relations and accessibility.
- Poe, Roy W. The McGraw-Hill handbook of business letters. McGraw-Hill, 1988. \$19.95 0-07-050417-2 306 p.
Includes form letters for almost every situation in the business world. Includes a chapter on the "letter writer's craft" as well as letters needed to respond to social encounters.
- Roberson, Cliff. The businessperson's legal advisor. Liberty Hall Press, 1991. 2d ed. \$19.95
0-8306-3547-5 324 p.
Provides businessperson with general understanding of various aspects of law that could affect business. Includes much information on protecting trademarks and inventions.
- Rowh, Mark. Winning government grants and contracts for your small business. McGraw Hill, 1992. \$16.95 0-07-054143-4 191 p.
* Government grants are not handouts, but are available on a competitive basis in a structured format. This is a step-by-step guide to finding available funds, developing proposals, winning grants and administering them. Glossary, SBA phone contacts, sample forms.
- Skupsky, Donald S. Record retention procedures: your guide to determine how long to keep your records and how to safely destroy them. Information Requirements Clearinghouse, 1990. \$39.00
0-929316-03-7 178 p.
Good resource for the businessperson. Includes guidance on what to keep, why to keep it and how long to keep it to insure compliance with various laws. Sample record retention schedule.
- Sperry, Paul S. The complete guide to selling your business. Upstart Pub. Co. 1992. \$21.95
0-936894-31-8 146 p.
Advice on selling the small-to-mid-sized business. Covers each phase of the process.
- Standard legal forms and agreements for small business: do it yourself – save time and money. Self-Counsel Press, 1990. \$14.95 0-88908-925-6 198 p.
Reproducible forms needed for a variety of business transactions ranging from buying a business to employment issues to estate planning. Includes sample letters as well. Quite comprehensive.
- Steingold, Fred. The legal guide for starting & running a small business. Nolo Press, 1992. \$19.95
0-87337-174-7 1 v.
* If you understand basic legal issues, you can avoid legal problems. Covers all you need to know: alternative forms of doing business, naming the business, licenses and permits, tax, employees, insurance, credit, contracts, leases.

SMALL CLAIMS COURT

- Rudy, Theresa Meehan. Small claims court: making your way through the system. Random House, 1990. \$8.95 0-679-72950-x 161 p.
A step-by-step guide to the small claims procedure from deciding to file a claim, through trial and to appeals and collection. Summary of state rules and alternative resources. One of their Practical Law Manuals.
- Warner, Ralph E. Everyone's guide to small claims court. Nolo Press, 1991. 5th ed. \$15.95 0-87337-161-5 368 p.
* How to bring a small claims suit or defend one filed against you. Small claims laws for 50 states are summarized.
- Wilber, Wanda Kelsea. Small claims court without a lawyer. Sourcebooks Trade, 1992. \$18.95 0-942061-32-2 218 p.
Fifty pages of brief summaries of the steps in small claims process; 100+ pages of state-by-state summaries; sample letters and forms, state bar associations, glossary. Large type for easy reading.

SOCIAL SECURITY

- Abramson, Betsy et al. Mastering the Medicare maze. Center for Public Representation, 1991. 3d ed. 0-932622-40-2 125 p.
A guide for the person who wants to "get the most out of Medicare." Includes information on what is and is not covered and how to claim benefits. Chapter on Medicare appeals. Also includes getting supplemental health insurance to cover what Medicare will not.
- Biracree, Tom and Nancy Biracree. Protect your Social Security, pension and Medicare benefits. Contemporary books, 1991. \$6.95 0-8092-4037-8 122 p.
For determining eligibility for Social Security and other retirement benefits, as well as how to apply and how to appeal a denial of benefits. Includes organizations for additional information and/or assistance.
- Bove, Alexander. Medicaid planning handbook. Little, Brown, 1992. \$10.95 0-316-10365-9 163 p.
* Provides strategies for protecting assets from long-term medical care providers, including transferring assets, powers of attorney and trusts. Explains, in plain English, the difference between Medicare and Medicaid. Uses numerous examples to explain points. Discusses what to do when Medicaid benefits have been denied and how to handle Medicaid liens.
- Budish, Armand. Avoiding the Medicaid trap. Avon, 1990. \$12.95 0-380-71403-5 232 p.
A financial guide for people faced with the expense of nursing homes. Provides methods of protecting assets to allow ill loved ones to qualify for Medicaid without losing life savings. Includes chapter on Medicaid trusts as well as 5 samples and durable power of attorney forms.
- Dickens, Thomas L. Keys to understanding social security benefits. Barron's, 1992. \$5.95 0-8120-4466-5 136 p.
Provides basic information about Social Security and Medicare. Covers all aspects: retirement, disability, survivors' benefits, with a warning to be certain to verify laws and regulations with the Social Security Administration. Gives guidelines for estimating your benefit eligibility.

SOCIAL SECURITY (continued)

- Inlander, Charles B. Medicare made easy. Addison-Wesley, 1991. Rev. ed. \$11.95 0-20157-089-0 336 p.
Thorough discussion of Medicare, with forms. Includes patients' bill of rights.
- Jehle, Fausten F. Complete and easy guide to Social Security & Medicare. Williamson, 1992. 9th ed. \$13.95 0-9300450-92 173 p.
A description of benefits available under SSI, Medicare and Social Security. Includes forms and complete instructions on how to apply.
- McCarthy, George. The survivor's guide. Bob Adams, 1992. \$14.95 1-55850-056-1 276 p.
Rights, benefits and responsibilities of survivors for Social Security, insurance, etc.
- Matthews, Joseph. Social Security, Medicare and pensions. Nolo Press, 1990. 5th ed. \$15.95 0-87337-128-3 1 v.
* A guide through the myriad income and benefit programs available to seniors, with advice on maximizing benefits without duplicating coverage. Chapter on age discrimination in employment.
- Snyder, Harry and Carl Oshiro. Medicare/Medigap: the essential guide for older Americans and their families. Consumers Union, 1990. \$12.95 0-89043-229-1
A good explanation of Medicare, who is eligible and how to get it. The differences between hospital insurance (part A coverage) and medical insurance (part B coverage). Includes forms and lists of participating Medicare providers.

TAXATION

- Crouch, Holmes F. Winning your audit. Robert Erdmann, 1991. \$12.95 0-945339-15-1 1 v.
Three million taxpayers receive an audit letter each year and 30% do win their case. How returns are selected for audit, how to prepare for the audit and a step-by-step examination of the areas in a personal return that are most likely to be questioned.
- Crumbly, D. Lawrence. Keys to surviving a tax audit. Barron's, 1991. \$4.95 08120-4513-0 138 p.
SEE Series title Keys to ...
- Czaplyski, Lawrence J. The homeowner's property tax relief kit. McGraw Hill, 1992. \$14.95 0-07-015070-2 193 p.
* Complete do-it-yourself instructions for home and condo owners to determine how property is taxed and to prepare, present and win a tax appeal. Appendices of individual state information and sample forms and checklists. Glossary, bibliography.
- Daily, Frederick. Stand up to the IRS: how to handle audits, tax bills and tax court. Nolo Press, 1992. \$19.95 0-87337-162-3 1 v.
* How the IRS operates and what you should be aware of in filing. How to win an audit, appeal a finding, appear in tax court and resolve collection problems. State income tax, taxpayer's bill of rights and 25 most asked tax questions complete the volume. Glossary, sample forms.
- Roberson, Cliff. Fight the IRS and win! a self-defense guide for taxpayers. TAB Books, 1988. \$12.95 0-8306-0521-5 212 p.
Dealing with the IRS, the world's largest collection agency, is broken down into simple steps and checklists for the lay reader. Overview of Internal Revenue Code sections. Appendix of useful forms.

TAXATION (continued)

Whalen, Gary. Digging for gold in your own backyard: the complete homeowner's guide to lowering your real estate taxes. R.E.I. Press, 1991. 2d ed. \$19.95 0-9626829-1-8 266 p.

* A good review of real estate taxes and tax assessments. Provides ways to reduce assessment and how to appeal a local decision. Excellent state-by-state summary (2-6 pages each) of property tax laws with references to statutes and cases.

Willen, Henry w. Save thousands on your property taxes! Collier, 191. \$9.95 0-02-038315-0 124 p.

Gives background on tax reduction process, how to determine if you are over-assessed and how to document your case. State-by-state assessment of the efficiency of the appeals process. Sample forms, glossary.

NOTE: We did not cover income tax preparation guides as we felt these were already well-represented in public library collections. Instead, take note of these tax manuals by publishers of multi-volume tax law looseleaf sets. They can be used to answer specific technical questions on individual and corporate taxes, and contain tax tables and charts and summaries of highlights of tax law changes. They are exhaustively indexed.

Research Institute master federal tax manual. RIA. Annual \$20.50.

U.S. master tax guide. CCH. Annual. \$27.50

UNMARRIED COUPLES

Curry, Hayden and Denis Clifford. A legal guide for lesbian and gay couples. Nolo Press, 1991. 6th ed. \$17.95 0-87337-140-2 1 v.

* Practical guide to the law that affects lesbian and gay couples. Contains information on living together contracts, plans for medical emergencies, raising children together, buying a house, relating to former spouses.

Duff, Johnette and George G. Truitt. the spousal equivalent handbook: a legal & financial guide to living together. Sunny Beach Publications, 191. \$12.95 0-9627760-0-9 220 p.

Explains co-habitation agreements (with sample), common law marriage and palimony. covers taxes, estate planning, powers of attorney, housing options. For each state, table on "informal marriage", marital property and significant case on point.

Ihara, Toni. The living together kit. Nolo Press, 1990. 6th ed. \$17.95 0-87337-118-6 300 p.

* Comprehensive information, as well as sample forms and agreements, for premarital contracts, paternity agreements, house purchases, estate planning. Forms in back of book are tear-out.

WILLS AND PROBATE LAW

- Abts, Henry. The living trust. Contemporary Books, 1989. \$19.95 0-8092-4416-0 297 p.
How to pass along your estate without lawyers, courts or the probate system. Explains the advantages of this form of estate planning and emphasizes need for individualized approach. Tables and sample forms throughout. Chapter of most asked questions and answers.
- Appel, Jens C. and F. Bruce Gentry. The complete probate kit. John Wiley, 1991. 0-471-53492-7 198 p.
* A guide to the process of settling an estate. Includes summary, by state, of probate administration and filled-out federal estate tax form. Helpful checklists for executor.
- Clifford, Denis. Nolo's simple will book. Nolo Press, 1989. 2d ed. \$17.95 0-87337-108-9 1 v.
* Comprehensive guide for preparing a will. Tear-out forms. There is an expanded chapter on children and the Uniform Transfer to Minors Act.
- Clifford, Denis. Plan your estate with a living trust. Nolo Press, 1992. \$19.95 0-87337-050-3 1 v.
* Practical guide to estate planning for people with estates under \$600,000. Sample estate plans for different age groups included. Second ed. due Fall 1992.
- Dacey, Norman F. How to avoid probate. Collier MacMillan, 1990. \$24.95 0-02-008181-2 714 p.
This book consists almost entirely of tear-out trust and real estate forms. Very little text and only a few concrete suggestions for the length of the publication.
- Daly, Eugene J. Thy will be done: a guide to wills, taxation and estate planning for older persons. Prometheus books. 1990. \$14.95 0-87975-586-5 230 p.
A guide, not do-it-yourself, to the concepts of estate planning and administration. For each topic, explains the concept, gives a sample situation and money-saving suggestion.
- Dimeo, Jean et al. Trusts: a guide to trust options for avoiding probate and taxes. HALT, 1991. \$8.95 0-910073-15-5 242 p.
SEE Rudy, Theresa below.
- Magee, David S. Everything your heirs need to know: your assets, family history and final wishes. Dearborn, 1991. \$19.95 0-79310-126-3 163 p.
Ready to use forms and 8 document pockets are intended for the individual purchaser. But valuable for its discussion of the documents that should be part of the plan: insurance, Social Security, pensions, debts, banking, taxes, real estate.
- Nigito, Daniel G. Avoiding the estate tax trap. Contemporary Books, 1991. \$14.95 0-8092-3980-9 174 p.
The three estate tax traps (probate, state and federal estate taxes) and four steps to avoid the traps through living and testamentary trusts, creating liquidity and using the charitable remainder unitrust. State-by-state summaries of estate tax rates and laws. Note: 1992 legislation revised the Mass. statute.
- Ostberg, Kay. Settling an estate: a step by step guide. Random House, 1990. Rev. ed. \$8.95 0-679-72960-7 162 p.
* Written in plain English for the personal representative of an estate, this is a concise guide to estate administration. State-specific information given in appendices.

WILLS AND PROBATE LAW (continued)

Plotnick, Charles. How to settle an estate: a manual for executors and trustees. Consumer Reports Books, 1991. Rev. ed. of the executor's manual (Doubleday, 1986) \$18.95 0-89043-442-5 324 p.
 * Provides specific guidance for the lay executor from the moment of appointment through distribution of assets of the estate, or the settling of a living trust. Covers duties to families, creditors, state and federal governments. Appendices of checklists, forms; glossary, index.

Roberson, Cliff. Avoiding probate: tamper proof estate planning. TAB Books, 1989. \$14.95 0-8306-9174-x 169 p.
 * An introduction to estate planning, with an emphasis on the use of living trusts to avoid probate. Included are discussions on wills, trusts and other devices. Sample forms provided and clearly written.

Rudy, Theresa Meehan et al. How to use trusts to avoid probate and taxes. Random House, 1992. \$10.00 0-679-74127-5 229 p.
 Originally published, in different form, as Trusts by Jean Dimeo. A guide to living, marital, support, charitable and insurance trusts. Explains what trusts are; the kinds for different purposes. Appendices include state trust and tax laws, glossary, bibliography.

WOMEN AND THE LAW

Women and the law, ed. by Carol Lefcourt. Clark, Boardman Callaghan, 1991. \$100.00 0-87632-441-3 1 v. looseleaf
 Included here, despite the price, as the only updated comprehensive title available. First published in 1984 and revised annually, it describes the law as it relates to women and analyzes it in terms of the women's movement. Discusses where changes can be expected. Gives practice aids and sample forms.

NOW Legal Defense Fund. The state-by-state guide to women's legal rights. McGraw Hill, 1987. \$12.95 0-07-047778-7 523 p.
 An overview of women's legal rights regarding home and family, education, employment and "in the community." State-by-state summaries will cite statute, now in need of updating.

Ross, Susan Deller. The rights of women: the basic ACLU guide to a woman's rights. Bantam, 1983. Rev. ed. \$4.95 406 p.
 SEE Series title American Civil Liberties Union handbook.

SERIES TITLES

American Civil Liberties Union Handbooks. SIU Press or Bantam. In either format, these are inexpensive paperbacks with a wealth of information. Uses a standard question and answer format. Detailed notes with reference to cases and statutes. Many contain text of relevant statutes, bibliography and index.

Do-it-yourself lawforms by John F. Goodson. LawForms, Inc. Each item is sold shrinkwrapped, as the forms are separate from the text. The booklets vary considerably in the amount of information given. Most complete in the series are the titles on living trust, bankruptcy chapter 7 and incorporation.

... in a nutshell. West Publishing Co. Compact in size (7 x 5") yet comprehensive in scope, the Nutshells are expositions of over 90 area of law. Written by law professors for students and lawyers. Regularly revised and reasonably priced paperbacks (\$11.95) - \$15.95).

Keys to ... Barron's business keys. Each topic is divided into 50 or so key concepts, with a "practical explanation" of one or two pages. Use for a quick definition, not for understanding of a legal process. Some supplemental material may include agency listings, glossary.

Legal almanac series. Oceana Publications. Intended to define the law on a topic in nontechnical language, to "introduce you to your legal rights and responsibilities." Format is small (7½ x 5") hardback, and up to half the text of some consists of reprinted "selected" statutes.

Legal almanac, second series. Oceana Publications. Also titled "Law for the Layperson." Slightly larger (9 x 6") hardbacks, but often even less substantive treatments than the original series. Short on text; long on appendices; twice as expensive.

Primers. BNA Books. "Designed for quick research, reference or review." Written in non-technical language, they review the body of law on elements of employment law, such as equal employment, wage and hour law, individual employment rights, workers' comp.

Random House practical law manuals. These titles were prepared in association with HALT and originally published by that public interest group. They are oriented to the consumer and are reader-friendly. The authors are all associated with HALT and Many are attorneys. At \$10.00 per paperback they are all excellent values.

You and the law. American Bar Association. Public Education Division. At \$2.00 per volume these are a real bargain. Introduces areas of law – consumer credit, marriage, elder rights, workplace rights – of interest to the lay reader. All are written by attorneys in the field, provide good introductions, with notes and references for further reading.

SELECTED LEGAL PUBLISHERS

Listed here are some publishers you may wish to contact directly for catalogs, more information, or to order their publications directly.

American Bar Association
750 N. Lake Shore Dr.
Chicago, IL 60611
(312) 988-5555

BNA Books
1250 23rd St. NW
Washington, DC 20037-1165
(800) 372-1033

Butterworth
80 Montvale Ave.
Stoneham, MA 02180-3605
(800) 548-4001

Commerce Clearing House
(CCH)
4025 W. Peterson Ave.
Chicago, IL 60646
(312) 583-8500

Clark Boardman Callaghan
155 Pfingsten Rd.
Deerfield, IL 60015-4998
(800) 323-1336

Congressional Quarterly
Customer Service
300 Raritan Center Parkway
P.O. Box 7816
(800) 225-1900

Data Research, Inc.
P.O. Box 490
Rosemount, MN 55068

Dearborn Trade
520 N. Dearborn St.
Chicago, IL 60610-4354
(800) 245-2665

Do-It-Yourself Legal
Publishers
298 5th Ave.
New York, NY 10001
(800) 743-DO IT

Greenwood Publishing Group
88 Post Rd. West
P.O. Box 5007
Westport, CT 06881
(203) 226-3571

HALT
1319 F Street NW
Suite 300
Washington, DC 20004
(202) 347-9600

Labor Guild of Boston
883 Hancock St.
Quincy, MA 02170
(617) 786-7822

LawPrep Press
17900 North Sky Park Circle
Suite 100
Irvine, CA 92714
(800) 359-PREP

Massachusetts Bar
Association
20 West St.
Boston, MA 02111-1219
(617) 542-3602

MCLE
20 West St.
Boston, MA 02111-1218
(617) 542-3602

Nolo Press
950 Parker St.
Berkeley, CA 94710
(800) 992-6656

Oceana Publications
75 Main St.
Dobbs Ferry, NY 10522
(914) 693-8100

Oasis/PSI Research
300 N. Valley Dr.
Grants Pass, OR 97526
(503) 479-9464

Research Institute of America
(RIA)
90 Fifth Ave.
New York, NY 10001
(800) 431-9025

Self-Counsel Press
1704 N. State St.
Bellingham, WA 98225
(800) 663-3007

West Publishing Co.
50 W. Kellogg Blvd.
P.O. Box 64526
St. Paul, MN 55164-9979
(800) 328-9352

